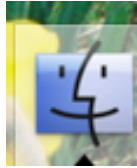
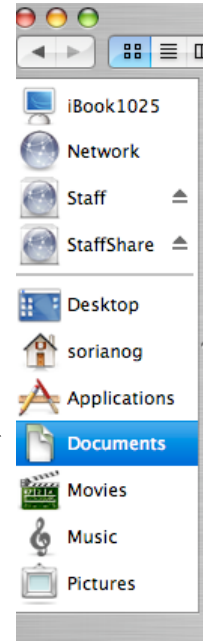


## Make a Shape Pictograph in Excel

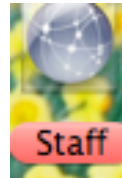
1. Click on the HAPPY FACE on the DOCK to open the FINDER.



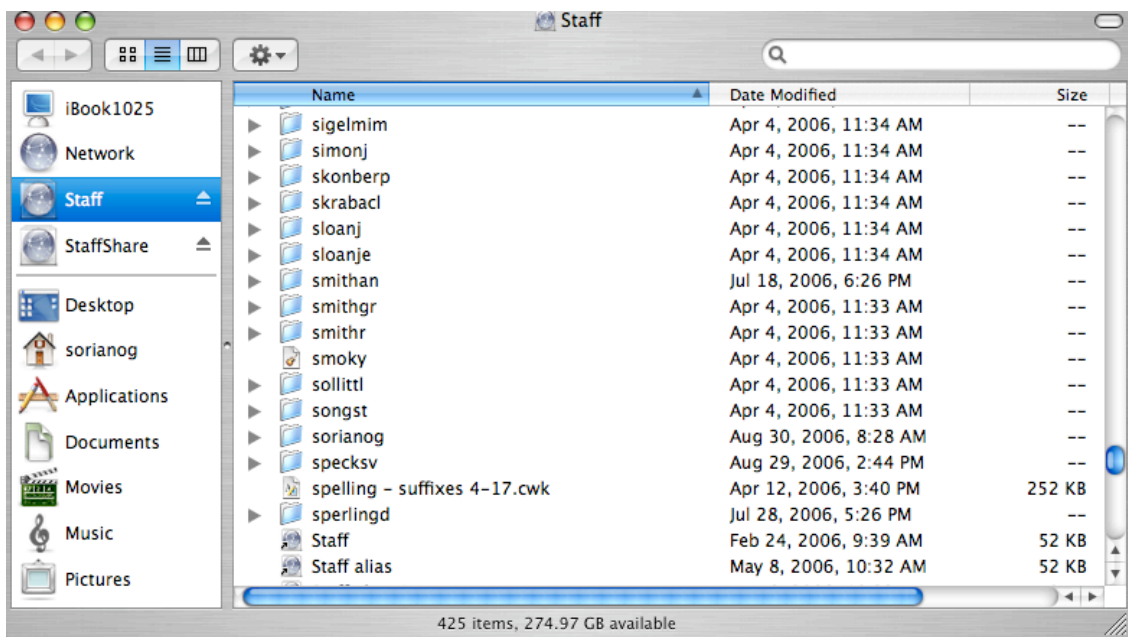
2. Click on the word DOCUMENTS on the left.



3. Now, look at the blue desktop of the computer. Click on the picture above the word STAFF!

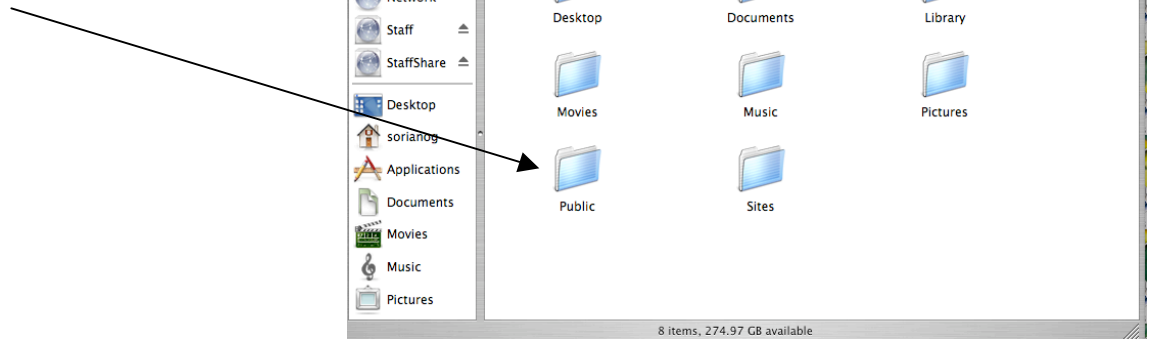


4. Find "sorianog" in the list by using the blue slider on the right.
5. Double click on it to open it!

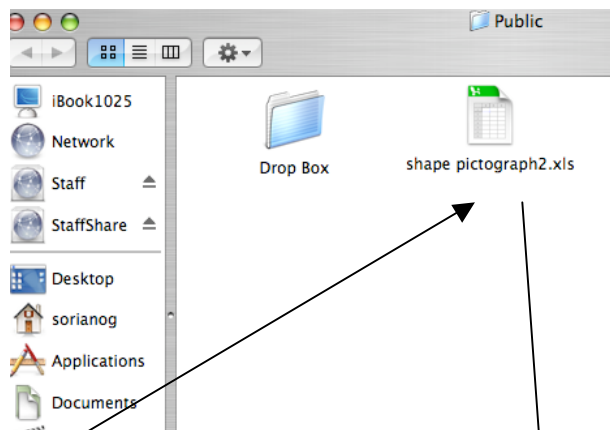


## Make a Shape Pictograph in Excel (page 2)

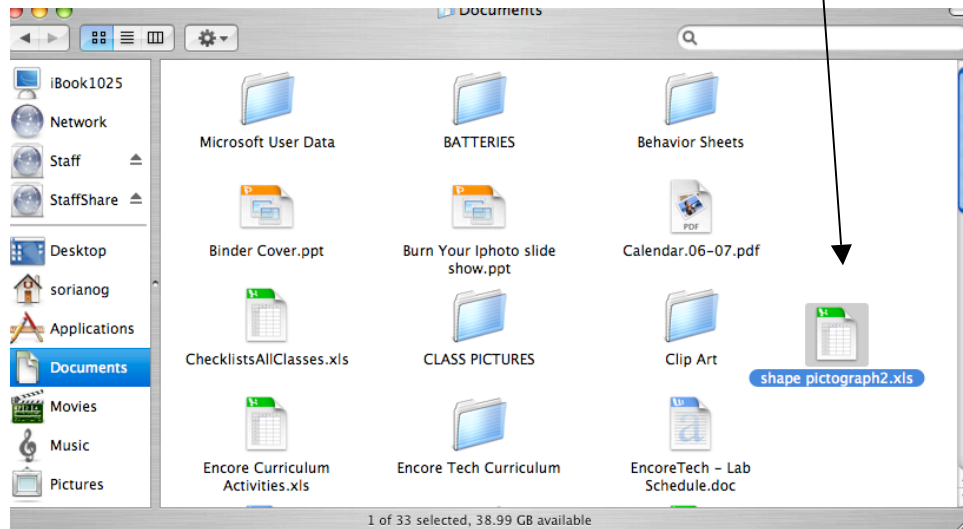
6. Double click on the PUBLIC folder.



7. You will see this!

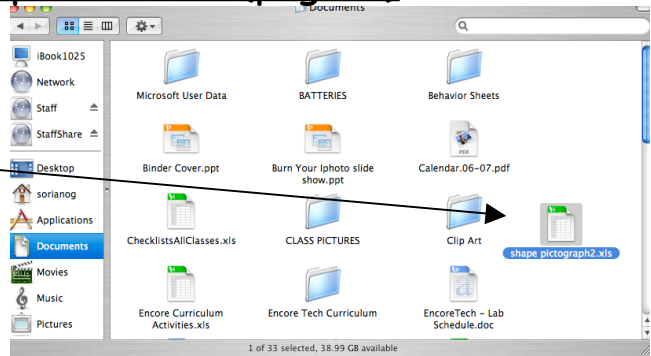


8. Now click and drag the "Shape Pictograph 2" into your documents!  
(DO NOT DOUBLE CLICK)



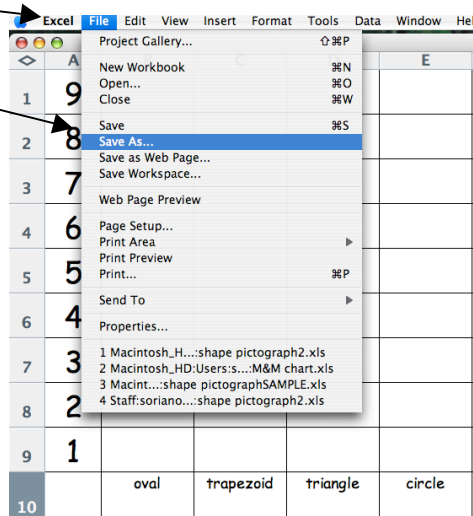
## Make a Shape Pictograph in Excel (page 3)

9. Double click on the Shape pictograph 2.



10. Click on FILE.

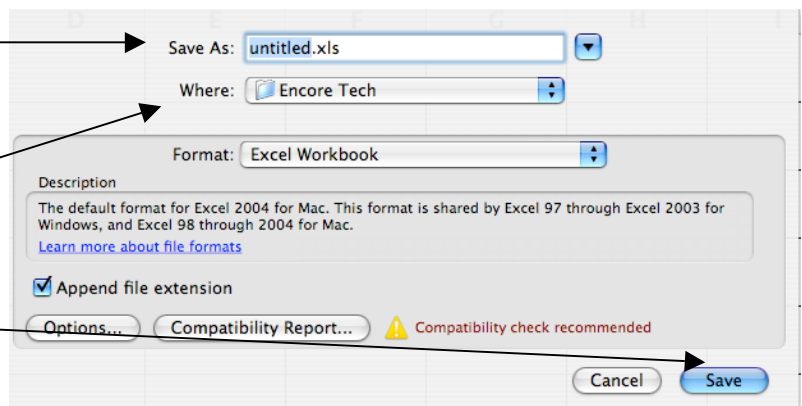
11. Click on SAVE AS.



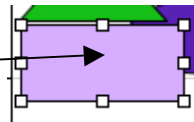
12. Type "shapes" for the name where it says "shapespictograph 2".

13. Make sure it is in the Encore Tech Folder. (it should open automatically)

14. Click SAVE.

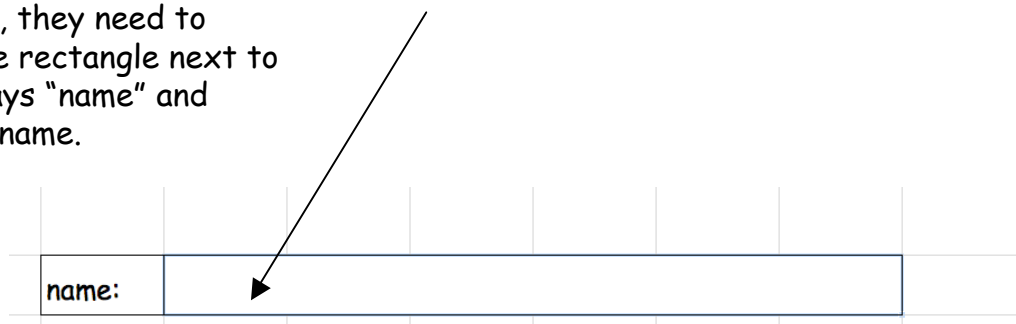


15. Now students need to CLICK and Drag the shapes from the side into the appropriate location on the graph. They can't drag by clicking on any squares around the object. They need to click in the middle of the shape and drag it.

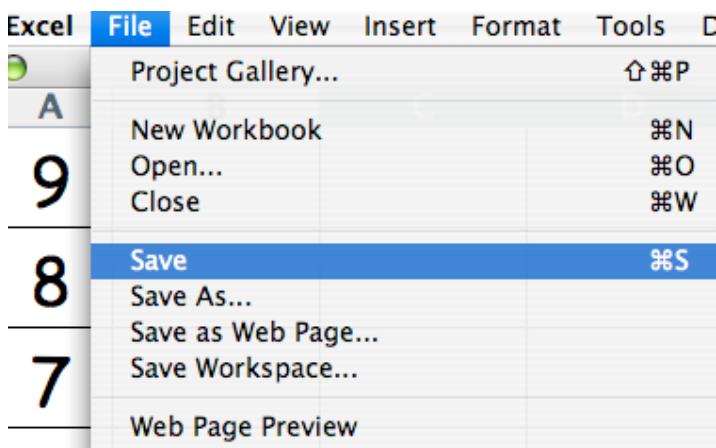


## Make a Shape Pictograph in Excel (page 4)

16. When they are finished with the shapes, they need to click on the rectangle next to where it says "name" and type their name.



17. Finally, they need to save.  
(not SAVE AS)



18. Then, you can print! BE SURE THEY CLICK ON "FROM pages 1-1 "SO IT DOESN'T THE SECOND BLANK PAGE!